Computer Applications I Name: Date:

**Understanding Application Software**

* Go to Start Menu
* Click on All Programs
* Open a document for each of the application software programs listed on Concepts page 24
* Some of the programs may not be installed
* Take a Screen Print of each document that you opened
* Open a Word document (include proper MLA first page format) and paste the Screen Print of each program into the document.
* Resize and move your image as necessary.
* Label each Screen Print with the name of the program and the type of software (i.e. Word – document production)
* Save your document into your p:drive (Computer Apps/Classwork folder) and name the file “Application Software”
* E-mail your document to me with the proper title in the subject line.